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YELLOWSTONE COUNTY, MONTANA
EOE
POSITION ANNOUNCEMENT
Yellowstone County encourages applications from diverse candidates and candidates who support diversity.

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Date: **August 11, 2015**
Class Title: **IT Internet Specialist**   **Department:**   **Information Technology**
Salary: **$16.40 - $20.50/hr min* DOQ**   **Grade:**   **E**   **FLSA: Non-Exempt**
Hours: **Monday–Friday, 8:00 am – 5:00 pm**
Union Status: Non-Union

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ACCEPTING APPLICATIONS UNTIL 5:00 PM ON SEPTEMBER 9, 2015
RE-POSTING POSITION

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Job description available in Human Resources.

FUNCTION:
Full-time position, which oversees the internet and web operations for Yellowstone County; set up, host and provide assistance and consultation to departments; and oversee multi-tasking web operations for Yellowstone County websites. The Internet Specialist provides leadership in the design, development, implementation and support of Web operations on a countywide level. The Internet Specialist administers the upkeep of the web site. Writing, updating and maintaining code, as necessary and ensuring that all links stay active. The Internet Specialist is usually responsible for editing content, optimizing web navigation, enforcing style consistency, and adding new information to benefit visitors to the County website and department users.

REQUIRED:
- Associate degree in Web Design, Web Programming, Graphic Design or related field; **and**
- One (1) years' experience in Website maintenance, design and/or programming; **or**
- Any equivalent combination of education and experience totaling three (3) years.
- Graphic design background beneficial.

DESIRED QUALIFICATIONS:
- Internet/Web tools, technologies and protocols;
- Web design techniques;
- Web editing programs, server operating systems and integration techniques (such as Visual Studio, VBscript, Javascript, VB.Net, Windows Server 2008/2012, IIS7, MSSQL and SQL programming);
- Graphic editing software applications;
- Secure programming best practices, copyright policies, web server security and privacy issues.

CHALLENGES of the POSITION:
- Provide Yellowstone County with the ability to continue to maintain and develp current website, as well as development of new web base and non-web based applications;
- May install and configure web servers; establish server directory trees, segregating public and private files; assist in the design, develop and update information in databases;
- Diagnose and fix bugs and problems with Web applications and/or Web sites;
- Develop, code, install, test, debug and document Web-based applications using whatever tools necessary;
- Register Web servers and sites with Domain Name Services; may set up and implement security on Web sites, directories and pages; and may generate and monitor statistical reports;
- Develop Web page infrastructure and applications; assure Web server and site technical performance;
- Develop, assess and communicate Web site usage and security policies and standards.

TO APPLY:
Submit by 5:00 pm on September 9, 2015:
1. County Application, 2. Resume; 3. Names, addresses and phone numbers of three employment-related references
Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. Late, incomplete or unsigned applications will not be considered. Apply online at www.co.yellowstone.mt.gov
Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.
NOTE: If this position becomes available within 90 days the same applicant pool may be considered.